

# SAMPLE FORM

## Non-Discrimination Policy Statement

It is the policy of ( *name of provider* ) to provide services to all persons without regard to race, color, national origin, religion, sex, age, or disability. No person shall be excluded from participation in, or be denied the benefits of, any service; or be subjected to discrimination because of race, color, national origin, religion, sex, age, or disability.

**Complaint of Discrimination Policy & Procedure:** This policy statement complies with the Civil Rights Act, Title VI [45 CFR part 80.7 (b)] and section 504 of the Rehabilitation Act of 1973 [45 CFR part 84.7 (b)]. If you feel that you have been denied a benefit or service because of your race, color, national origin, age, sex, disability, or religion, you may file a Complaint of Discrimination with the Facility Administrator of ( *name of provider* ), either verbally or in writing. A written response will be issued to you within 21 days of the complaint notice.

You may also file a complaint with an external agency. If you choose to file your complaint in writing, you must include your name, address, telephone number, and a brief description of what occurred which led you to believe you were discriminated against. If you need assistance, the Facility Administrator of ( *name of provider* ) will be able to assist you.

You may also file a complaint of discrimination by calling or writing either of the external agencies listed below.

MO Dept. of Health and Senior Services  
Civil Rights Compliance Coordinator  
Office of Personnel  
P.O. Box 570  
Jefferson City, MO 65102-0570  
(573) 751-6056

Dept. of Health and Human Services  
Office of Civil Rights  
601 East 12<sup>th</sup> Street  
Kansas City, MO 64106  
(816) 426-7277

**If a WIC Program:** USDA, Civil Rights/EEO Programs, 1244 Speer Blvd., Suite #903,  
Denver, Colorado 80204 (303) 844-0307

You will not be harassed, intimidated, threatened, or suffer any penalty because you filed a complaint.  
Any penalty or reprisal against you or any other involved persons is prohibited by law.

This is an example of an agency Non-Discrimination in Provision of Services Policy Statement. Your agency's name should be inserted in all blank spaces within the text. You can use this as a guide or develop your own policy statement that contains in substance the following declaration:

**SAMPLE**

**SAMPLE**

**SAMPLE**

## **NON-DISCRIMINATION IN EMPLOYMENT AND PROVISION OF SERVICES POLICY**

It is the policy of \_\_\_\_\_ to provide equal employment opportunity to applicants, employees, and clients without regard to race, color, sex, religion, age, national origin, disability, political belief, or veteran status; hereinafter referred to as protected category.

(The portion in bold type should be included *only* if your agency employs more than 50 employees.)

**In accordance with the Affirmative Action Program, Governor's Executive Order 94-03, applicable federal and state laws and regulations, and the principles of affirmative action and equal employment opportunity, \_\_\_\_\_ shall provide equal opportunity for all in recruitment, hiring, training, promotion, transfer, compensation, and all other terms and conditions of employment without regard to protected category status.**

Services will be provided without regard to race, color, national origin, sex, age or disability in all aspects of service provision. \_\_\_\_\_ is firmly committed to compliance and enforcement of all federal and state regulations which forbid discrimination in the delivery of services to clients and patients served by the programs of the agency.

This policy shall be adhered to by all staff and contractors of the agency. Supervisory and management staff, in particular, shall assure that the intent as well as the stated requirements are implemented. The application of this policy is the individual responsibility of all administrative and supervisory staff.

This policy shall be posted in all offices and facilities of \_\_\_\_\_.

\_\_\_\_\_  
Administrator/ Director

\_\_\_\_\_  
Date